



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

SENIOR LEGAL TYPIST

\$2641 - \$3693

DEPUTY LEGAL

SAN FRANCISCO

RESPONSIBILITIES:

Under the direct supervision of the Legal Support Supervisor, the Senior Legal Typist provides administrative support for the Corporate Affairs Bureau staff in San Francisco. The incumbent performs complex clerical duties and is expected to consistently exercise a high degree of initiative and independence in performing assigned tasks with a cooperative attitude and commitment to teamwork. The incumbent is expected to communicate effectively both verbally and in writing. Duties include, but are not limited to the following: assist legal staff on various issues; transcribe from rough draft correspondence, legal opinions, administrative hearing briefs, memoranda and stock permits; and type, edit and format written documents, including memoranda, letters and reports using Microsoft applications. The incumbent reviews submitted corporate applications both electronically and in paper, checks the sufficiency of submitted documents, and opens public and correspondence files for paper filings; files and maintains documents during the pendency and closing of applications. Duties include, but are not limited to: create and enter information into Department's various databases, respond to inquiries from the public and internally regarding application processes, prepare certifications of documents, and prepare certified mailings and declarations of service. The incumbent performs receptionist duties, provides backup support to the General Counsel Executive Assistant, and performs other related duties as required.

DESIRABLE QUALIFICATIONS:

- Outstanding word processing skills;
- Demonstrated skill in various Microsoft applications such as Microsoft Word, Excel, Access and Outlook;
- Excellent public contact and communication skills;
- Ability to use good judgment at all times and to exercise a high degree of initiative;
- Ability to independently perform assigned tasks timely and accurately;
- Experience in assisting attorneys with urgent, time-critical tasks, e.g., word processing, or delivery and pick-up of time/litigation urgent original documents from other attorney offices;
- Must be dependable and reliable; good attendance is essential.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Senior Legal Typist level,

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those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered for certain classifications only if necessitated for recruitment purposes. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the state application.***

APPLICATION PROCEDURE: Send a completed standard State of California application to Susan Harrigan, Human Resources Management Division, Department of Insurance, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **Please indicate "Senior Typist, Legal, #239-3224-001" on the State application.** For additional information, please call (916) 492-3260.

FINAL FILING DATE: APRIL 27, 2015 OR UNTIL FILLED

NOTE: Interested individuals must submit applications by the final filing date in order to be considered for this position.

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